

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

<b>ORGANIZATION</b>					
ATMOSPHERIC SCIENCES COMPETENCY					
<b>EMPLOYEE NAME</b>					
<b>TRAINING REQUIRED</b>	<b>TRAINING METHOD</b>	<b>WHEN REQUIRED</b>	<b>DURATION</b>	<b>RENEWAL DATE (IF APPLICABLE)</b>	<b>SUPERVISOR SIGN/DATE UPON COMPLETION</b>
<b>ALL EMPLOYEES</b>					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
Atmospheric Sciences Competency Organizational Unit Plan	OJT	Immediate	30 minutes	As Revised	
Applicable LMS Center Procedures	OJT	Immediate	60 minutes	As Revised	
Applicable Organizational Procedures	OJT	Immediate	60 minutes	As Revised	
Applicable Organizational Task Descriptions	OJT	Immediate	60 minutes	As Revised	
WebTADS Entry	OJT	Immediate	1 hour	N/A	
Government Ethics: Financial Disclosure filers only	Class/web-based	Within first year	1-2 hours	Annually	
IT Security Awareness Training	SOLAR Web Site	Within first year	1-2 hours	Annually	
<b>MANAGEMENT/SUPERVISOR</b>					
EPRS Training	Class	Immediate	2 hours	N/A	
Credit Card Approver Training	Class	Immediate	2 hours	N/A	
Human Resources Management Overview	Class	First year	20 hours	N/A	
Safety Overview	Class	First year	1 hour	N/A	

Management and Supervisory Training (MAST)	Class	First year (or before)	1 week	N/A	
Performance Appraisal Workshop	Class	Immediate	8 hours	N/A	
IT Security Training (Manager version)	Web-based	Within first year	1 hour	Annually	
<b>SECRETARY/CLERICAL</b>					
Office Procedures (LAPG 1450.1)	Class and OJT	Immediate	8 hours	N/A	
EPRS	Class	Immediate	4 hours	N/A	
Travel Manager	Class/OJT	Immediate	4 hours	N/A	
<b>FACILITY SAFETY HEAD</b>					
Safety Head Certification Training	Class	Immediate	2 hours	N/A	
<b>FACILITY COORDINATOR</b>					
Facility Coordinator Training	Class	Immediate	1 to 4 hours	N/A	
<b>FACILITY ENVIRONMENTAL COORDINATOR</b>					
Environmental Coordinator Training	Class	Immediate	1 to 4 hours	N/A	
Waste Management Course	Class	Immediate	1 hour	N/A	
<b>COTR</b>					
COTR Training	Class	Immediate	4 hours	N/A	
<b>LABORATORY AST'S/TECHNICIANS</b>					
Product Identification and Traceability Training	OJT	Immediate	30 minutes	N/A	
<b>CREDIT CARD USERS</b>					
Credit Card Training	Class	Immediate	2 hours	N/A	
<b>PROPERTY CUSTODIAN</b>					
Property Custodian Training	Class	Immediate	2 hours	N/A	
<b>SOFTWARE RELEASE AUTHORITY</b>					
Software Release Authority Training	Class	Immediate	4 hours	N/A	

INFORMATION PROTECTION ADVISOR					
Information Protection Advisor Training	Class	Immediate	2 hours	N/A	
LASER ENGINEERING/TECHNICIANS					
Laser Eye Safety Training	Class	Immediate	4 hours	N/A	
PROGRAM ANALYSTS					
Credit Card Training	Class	Immediate	3 hours	N/A	
Task Agreement System	OJT/Online Tutorial	Year as needed	30 minutes	N/A	